

LEGISLATORS BACK TO SCHOOL PROGRAM

How to Schedule and Prepare for a Classroom Visit by a Senator

1. If you have already read about the Legislators Back to School Program, you may want to review the "Lesson Plans" at <http://www.ncsl.org/public/trust/lessonplans.htm>.
2. If you do not know which legislator to contact, go back to the Back to School Homepage and click onto the "Find your senator" under the Featured Links. There you will find your district and the name and telephone number of the state senator who represents your school.
3. Invite a senator into your classroom at least three weeks prior to the day of your requested visit. If they do not return your phone call immediately, don't give up. Besides their public service, most legislators have full-time jobs and family responsibilities. Each senator represents an average of 114,000 constituents, so you can appreciate their daily time constraints. Leave a detailed voice message inviting the legislator to a classroom and request a return phone call.
4. Once your visit is confirmed, contact the coordinator for the Senate program, Cathy Ortego, at (225) 342-2425 or by email at ortegoc@legis.state.la.us to be placed on the master schedule. Classroom materials on representative democracy can be reviewed on this website at Teachers/Principals Information (LINK) or on the website of the National Conference of State Legislatures at http://www.ncsl.org/public/trust/materials_BTSW.htm. The senator will bring these materials to the classroom and distribute to the students on the day of the visit.
5. After the legislator's visit, please return the completed evaluation forms or fill out a form on-line at <http://www.ncsl.org/public/trust/evalforms.htm>. This will help us know how successful the program is and what we may need to add or change in the program to best support the teacher during future classroom visits.
6. Your participation in this civic education program is greatly appreciated and will make a difference in the attitudes and involvement of our future voters and leaders.